

INSTRUCTIONS: HOW TO FILL OUT THE ***"MOTION TO REINSTATE"***

USE THIS FORM ONLY if you have received an order of dismissal, the other party has been served and you want your case to proceed.

- Step 1:** Make sure your form is titled ***"Motion to Reinstate"***. Type or print clearly using black ink only.
- Step 2:** In the top left corner of the first page fill out the following: Your name; Address; City; State and Zip Code; Telephone Number; and your ATLAS Number if any.
- Step 3:** Fill in the names of the Petitioner and Respondent as they appear on your original paperwork.
- Step 4:** Fill in your case number where it says "Case No." Your case number stays the same any time you file any papers in your case.
- Step 5:** Write your name in the space provided on the first line in the body of the motion.
- Step 6:** List the reasons why you feel the Judge should reinstate your case. You must have good reasons and good cause or the Judge will not reinstate your case.
- Step 7:** Write in the day, month and year you signed the Motion in the space provided. Then sign your name.
- Step 8:** On the bottom of the Motion you will indicate that you are mailing a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered and filling in the name and address of the other party.
- Step 9:** Complete the ***"Order to Reinstate"*** by following steps 3 thru 4.

DO NOT COPY OR FILE
THIS DOCUMENT

Name of Person Filing: _____
 Your Address: _____
 Your City, State, Zip Code: _____
 Your Telephone Number: _____
 ATLAS Number (if applicable): _____
 Representing ☐ Self (Without Attorney) or ☐ Attorney for _____

SUPERIOR COURT OF ARIZONA

IN MARICOPA COUNTY

<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">Petitioner,</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Respondent.</p> </div> <div style="width: 5%; text-align: center;"> <p>)</p><p>)</p><p>)</p><p>)</p><p>)</p><p>)</p><p>)</p><p>)</p> </div> </div>	<p>Case No. _____</p> <p>Motion to Reinstate Dismissed Case and Request for Resolution Management Conference</p>
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This case having been dismissed in its entirety on _____,
(your name) _____ requests that the case be reinstated for
the following reason(s):

I also request that a Resolution Management Conference be scheduled.

Dated this _____ day of _____, 20_____.

Your Signature

A copy of the foregoing was mailed this _____ day of _____, 20__, to:

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

)	
Petitioner,)	Case No. _____
)	
and)	Order to Reinstate
)	
)	
Respondent.)	

The Court having reviewed the ***“Motion to Reinstate Dismissed Case and Request for Resolution Management Conference”***,
good cause appearing,

IT IS HEREBY ORDERED granting ***“Motion to Reinstate Dismissed Case and Request for Resolution Management Conference.”***

IT IS FURTHER ORDERED that both parties shall appear for a Resolution Management Conference at the following time and place:

IT IS FURTHER ORDERED scheduling matter for dismissal on the date set for Resolution Management Conference above.

Case No. _____

IT IS FURTHER ORDERED that both parties shall satisfy the requirement of Rule 76(A)(1) and (2), Arizona Rules of Family Law Procedure prior to the date of the Resolution Manage Conference.

DATE AND TIME: _____

ADDRESS OF HEARING: _____

DONE IN OPEN COURT this _____ day of _____, 20_____

JUDGE/COMMISSIONER OF THE SUPERIOR COURT

PROCEDURES: *WHAT TO DO WITH THE “MOTION TO REINSTATE”* NOW THAT YOU HAVE FILLED IT OUT.

If you have filled out the *“Motion to Reinstate,”* here are the steps you need to take:

STEP 1: COPIES AND ENVELOPES.

Make **3 copies** of the *“Motion to Reinstate.”*

Make **2 copies** of the *“Order to Reinstate.”*

Prepare **2 stamped addressed envelopes**, one addressed to you and the other addressed to the other party.

STEP 2: FILE THE ORIGINAL *“Motion to Reinstate”* with the Clerk of the Court and ask to have the copies of the Motion stamped. These are called conformed copies and are proof that the original was filed.

STEP 3: PROCESSING YOUR MOTION. Give the following documents to Family Court Administration and tell them it is for the Judge assigned to the case, or put the documents in the Judge’s box, or mail the documents to the Judge.

- the original *“Order to Reinstate”* and 2 copies
- one copy of the *“Motion to Reinstate”*
- the **2 stamped addressed envelopes**

STEP 4: MAIL OR DELIVER A COPY of the *“Motion to Reinstate”* to the other party(s) involved in your case and keep one copy for your records. If the case was dismissed more than 30 days prior to filing your Motion to Reinstate, you must personally serve the Motion on the other party with a processor, deputy sheriff, or by certified mail.

Step 5: WAIT TO RECEIVE A NOTICE FROM THE COURT.

Once you have delivered your motion and order, the judge will either sign the original Order and send you a conformed copy or send a Minute Entry telling you whether or not your motion has been granted. If the Judge does not grant your motion, you may want to see a lawyer for help.

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